



Fee Definition	When a deposit(s) is paid at submittal and/or issuance, review and inspection hours are charged at the stated hourly rate and are deducted from the deposit. If the deposit is depleted, you will receive a bill monthly for any additional hours. Any remaining deposit balance will be refunded according to the ordinance refund provisions.
Hourly Rates for 2016	<ul style="list-style-type: none">▪ Building - \$103▪ Clearing & Grading - \$96▪ Fire - \$148▪ Land Use - \$162▪ Survey - \$135▪ Transportation - \$169▪ Utilities - \$141▪ Utilities inspection overtime - \$166▪ Transportation inspection overtime - \$194
Invoices	The billing period is from the 1st of the month through the end of the month. Invoices are mailed on or about the 10th of the next month. The invoices are mailed to the person indicated on the "Bill To" form in the permit application.
Payments	Payments are due by the 1st of the month following the invoice date. The payment can be mailed or brought to Service First. Fees may also be paid by credit card on the Inspection, Payment and Status Line at 425-452-6875.
Inquiries	The first point of contact for questions is DS Billing Customer Service as shown on the invoices – (425) 452-6860. Specific questions about the review or inspections are directed to the staff or their supervisor. Responding to these inquiries is not billable to the client.
Owner/Address Changes	DS Billing Customer Service needs immediate notification, if there is an ownership, address or other billing change. If the original owner sells or otherwise transfers their interest in the project, they remain liable for fees associated with development services which were incurred prior to the date the City was notified in writing that the fee responsibility has changed.
Project Cancellations or Withdrawals	When an application or permit is canceled, DS Billing Customer Service evaluates the potential for a refund according to ordinance provisions. If a refund is owed to the customer, it will be processed. This entire sequence takes about 3 months to allow for all time worked to be entered into our Timekeeping system.
Late Charges	All balances 60 days or greater past the invoice date are assessed a late charge of 1%, with a minimum charge of \$25.
Delinquent Payments	<p>Failure to pay an invoice within 30 days of the due date results in the following progression of actions:</p> <p><u>Review Discontinued:</u> If we have not issued the permit or approval or if there are post-issuance revisions in process, we may suspend all review of the application by any City department until the account is current. We may also suspend review on separate applications associated with the delinquent application.</p> <p><u>Permit or Land Use Approval Revoked:</u> If we have issued the permit or land use approval, we may revoke it. We may suspend work on any applications associated with the revoked permit or land use approval until the total account is current. If construction has started, they will not receive the final inspection (which is the approval to occupy the structure) until all delinquent accounts are paid.</p> <p><u>Collection:</u> We may refer the unpaid balance to our Legal Department or subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment are due, if the fee is sent to a collection agency.</p> <p><u>No Temporary or Final Certificate of Occupancy</u> will be issued for a project with any outstanding fees on any permit associated with the project.</p>

